

ARS-416/417 template: For a project coded as D or X only	
CRIS Project Number:	C For a new project, the ARIS User will assign a number _____ C For revisions to an existing 416/417, list the project number
Project Type:	9 D = In-house Appropriated funds 9 X = Other (special use code, must have guidance from Area Office and/or Headquarters)
Project Title:	
Project Start:	9 Normal Progression (used for establishing new in-house D projects and/or replacing existing in-house D projects) 9 Budget Increase (used for in-house projects established due to program increase funding) 9 Headquarters Funding (used for in-house D projects established from headquarters funds)
Start and Termination Dates: This explains the purpose of the establishment of the 416/417 Use format: 06/01/2003	_____ (Date the project is expected to begin) _____ (Date the project will end/terminate, cannot exceed five years) It takes 2-4 weeks to complete the approval and signature process at the National Program Staff and BPMS levels due to work loads, travel, annual leave, and holiday schedules.
Department:	Leave blank: does not apply to D or X coded projects
Institute:	Always defaults to the ARS location
Research Facilities:	9 Federally Owned 9 Federally Leased 9 Combined 9 State 9 Other
Research on Campus:	9 Yes 9 No Answer Yes if the ARS facility is located on a university campus.
Cooperators:	Leave blank: does not apply to D or X coded projects
Agreement Number and Award Date:	Leave blank: does not apply to D or X coded projects
Who is the Agreement with:	9 None = used on D and X projects
Remarks:	_____ Documents what the action is for on the project. Examples: establishing a new project; revising the SY Investigator time; time extensions; program increases; renumbering due to a change in the STP codes; fund transfers; etc.
Objective:	
Approach:	Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block.
Keywords:	Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block.
	ARIS User: Enter phrases on one line. (Examples: long-term storage preservation or Integrated Pest Management)

C Maximum of 10 codes, must total 100%

Special Classification Codes:	C Minimum of 10% for any one code C Combination of codes can be over 100% C See details at bottom of page 3 for certain code requirements
Fund Transfers:	C This section applies to D or X projects only. C The ARIS User obtains this information by working with the RL/location budget staff.
Requirements/Restrictions on some Special Codes: Obtain code guidance and/or assistance from the RL or the NPS For D projects: guidance is usually provided from the NPS ARIS User: Refer to Chapter 13A of the on-line ARIS manual for more information/details.	C BT: If used, minimum of 10% required, maximum 100% allowed C BR: Can have a combination of codes, minimum of 10% each, cannot exceed 100% C PC: Can have a combination of codes, minimum of 10% each, cannot exceed 100% C FBP (Farm Bill codes): Required on all D projects. Can use 1 to 6 codes, minimum of 10% each, maximum 100% total C SA+ (Sustainable Ag Codes): Only one code allowed and must equal 100%. Required on all D projects. Code is determined by worksheet, contact RL for assistance. C BRCOM (Biosafety): If the BRCOM is on a project, BL level and date of certification/recertification must be in the last line of the Approach on the 416 C BTER: If BTER is listed, must have at least 2 BT codes listed on the project C BARD: Should always be 100% C BPMS: Can only be entered at NPS level. Minimum is 10%; combinations of different codes can be over 100% C CRADA code: must equal 100% C CRG code: CSREES Competitive Grants should be coded 100% C X1890: Cannot be over 100% C All other special codes: Minimum of 10% for any one code; combination of codes can be over 100%